

Division Director
Enforcement and Licensing
9U572

The New Hampshire Liquor Commissions Director for the Division of Enforcement & Licensing is responsible to provide direction to the entire operation of the NH Liquor Commission Enforcement Division. The Enforcement Division Director will perform a variety of complex professional law enforcement & administrative duties by planning, coordinating, implementing, and directing professional principles in order to ensure that the laws and ordinances are enforced and that public peace and safety is maintained within the State of New Hampshire. The Division Director of Enforcement & Licensing is appointed by the commission and serves at the pleasure of the commission based on professional conduct and competence and is responsible in providing exceptional leadership to Law Enforcement/Civilian personnel while ensuring Enforcement & Licensing services are being provided to over 4,000 licensees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure policies and procedures for the Division are in compliance with State, Federal, and Local laws including the NH Statutes Title XIII Laws and State of NH Liquor Commission Administrative rules.
- Ensure efficient operations of the Division; Enforce Commissioners directives; Ensure safety and security is enforced and maintained throughout the entire State of New Hampshire Liquor Commission.
- Strategize and implement efficient programs in order to carry out the Mission and Goals of the NH Liquor Commission; Review the Enforcement Divisions performance and effectiveness by formulating programs, policies, and procedures in order to alleviate deficiencies; Ensure that the NH Liquor Commissions Best Practices are professionally delivered and maintained.
- Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation for the Enforcement Divisions operations.
- Coordinate and cooperate with the exchange of information and/or activities with other NH Liquor Commissions Employees, Elected/Appointed Officials, Law Enforcement Agencies, Attorney General, Courts, Government Agencies, Public Agencies, Community, Business Representatives and the Public on all aspects of the Enforcement Divisions activities.
- Responsible to oversee the Division of Enforcement & Licensing Financial Budget of approximately \$3.5 Million. Responsible to implement and maintain efficient Division or Agency programs and practices in order to maximize the profitability for the State of NH.
- Ensure a harmonious professional working relationship with the Commissioners, Division Directors, Finance Director, Human Resource Administrator, and the entire Liquor Commission employees in order to apply fair, firm, and consistent practices.
- Responsible to abide to, and enforce, the State of NH Liquor Commissions Administrative Rules, Policies & Procedures, State of NH Statutes, The State of New Hampshire Division of Personnel Rules, The Collective Bargaining Agreements and other applicable State & Federal Laws.

Below are the Minimum Qualifications of this position:

Education/Experience: Master's strongly preferred or a Bachelor's degree from a recognized college or technical institute with a major study in criminal justice, business management, or the equivalent with ten years of progressive Law Enforcement experience at a Management level in an agency that is comparable or larger than the State of NH Liquor Commission Enforcement Division or twenty(20) years of progressive experience in police work, correctional work, or other law enforcement work whereas ten(10) years of which must have been experience at a Management level in an agency that is comparable or larger than the State of NH Liquor Commission Enforcement Division.

License/Certification: Certified or eligible to be certified as a police officer in the State of New Hampshire and must obtain a valid State of NH driver's license.

Date: September 11, 2012

Necessary Knowledge, Skills and Abilities: Knowledge of law enforcement principles, procedures, techniques, and equipment; Ability to effectively train and supervise subordinate personnel; Ability to effectively communicate with verbal, writing, and listening skills; Ability to establish and maintain an effective working relationship with authority, peers, subordinates, and other agency employees; Ability to give and receive verbal/written instructions; and ability to make independent judgments which have critical impacts on the agency.

DISCLAIMER STATEMENT: This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name and Signature

Date Reviewed

Liquor Commission Chairman Joseph W. Mollica

Supervisor's Name and Title

The above job description accurately measures this employee's job duties

Supervisor's Signature

Date Reviewed